



AmeriCorps VISTA Repack Optimization Member

The Mission of the St. Louis Area Foodbank is to build a stronger bi-state region by nourishing people, empowering communities, and transforming systems. As the region's largest food distribution charity dedicated to feeding those in need, we are working to create a nutritionally secure Missouri and Illinois. The **VISTA Repack Optimization Member** works under the direction of the Repackaging Center Co-Managers to plan, track, communicate and analyze the project input & outputs for the repackaging center to create efficiencies in project outputs. This work will directly build the Foodbank's capacity to better serve the community and lead to increased food security across the territory we serve. The service year is meant to be a rewarding experience where the individual gains transferable skillsets essential to every nonprofit.

This position requires someone who:

- Can work well with a team of people
- Can work efficiently & independently
- Is open to new ideas & welcome feedback
- Has experience as a volunteer or managing volunteers
- Has experience working with data entry systems.
- Forklift and/or warehouse experience, preferred.
- Is comfortable working with volunteers, other foodbanks and program partners
- Can manage time effectively
- Has excellent interpersonal skills
- Can analyze and compile data reports
- Enjoys writing processes, documenting procedures and compiling recommendations
- Strong computer skills and ability to create Word templates
- Microsoft Excel experience, preferred
- Has evaluation experience, preferred

Other Details: See servethelou.org to learn more about AmeriCorps VISTA service.

- **Commitment:** One year, minimum of 35 hours per week
- Allowed to have secondary employment with prior approval from supervisor; VISTA responsibilities must always be the first priority
- **Pay:** Approximately \$17,600/year stipend
- **Education award:** Members may receive a Segal AmeriCorps Education Award in the amount of **\$6,495** upon successful completion of their term of service in accordance with the Member Service Agreement. (*Award subject to federal and possible state tax in the year each payment is made.*) Members that are at least 55 years of age at the start of service may transfer their award to a child, stepchild, grandchild, step-grandchild or foster child.
- Professional development opportunities related to position available
- Other benefits may include: a relocation allowance for moving for service, childcare assistance, mileage reimbursement for service-related travel and health care options
- Join a community! In St. Louis, there is a VISTA umbrella with other like-minded individuals living and working in the community. Events take place monthly.

AmeriCorps VISTA Volunteer Assignment Description

Title: AmeriCorps VISTA Repack Optimization Member

Sponsoring Organization: St. Louis Area Foodbank

Project Name: St. Louis Area Foodbank

Project Period: 1 year from date of placement

Position Supervisor & Title:

Responsibilities include:

1. Creating weekly production plans for the Repackaging Center based on the # of volunteers expected
2. Take lead on ensuring inventory is staged and organized prior to shift start.
3. Communicating the Repackaging Center schedule to volunteers prior to shifts.
4. Participate in and support production optimization meetings with internal stake holders. (Opportunity to practice leadership skills will be provided.)
5. Analyze Repackaging Center reports to create schedule plans that adequately meet the demand of the community.
6. Track the Repackaging Center outputs and programs through inputting data into the project tracker database.
7. Suggest projects for upcoming week to co-managers based on output trends analyzed.
8. Report output successes of repackaging center daily, weekly, and monthly through internal and external communication channels.

The above list is not exhaustive; there will be times where you will be asked to help participate and potentially lead projects on an as needed basis. This can include areas outside of your immediate area of responsibility.

Goal of the Project:

The **Repack Optimization VISTA member** will build the capacity of the St Louis Area Foodbank by developing and implementing a production schedule and optimization process for the repackaging center responsible for food distribution to 350,000+ food insecure neighbors across the 26-county Foodbank territory. As a result of the VISTA member's service, the repackaging center will efficiently support distribution of food throughout the 26-county service territory, increasing the amount of food distributed into the community and reducing product waste.

This role will work to increase the efficiencies of the food bank's repackaging center to increase the turnover of food. By increasing our turnover of food, less food will go to waste or decay, which increases the amount of food the Foodbank distributes to food insecure neighbors.

Objective of the Assignment (quarter one):

Assess the current state of the Repackaging Center utilized by the St. Louis Area Foodbank volunteers and create a production scheduling program to improve its effectiveness and optimization.

Member Activities:

1. Collect data surrounding the outputs of the programs completed in the Repackaging Center on a data tracker database.
2. Analyze production output data and create weekly reports.
 - a. Based on this report, identify strengths and weaknesses of the Repackaging Center current production schedule and make a plan for improvement.
3. Create and manage the production plan on the Microsoft Outlook calendar and share calendar with

internal and external stakeholders.

4. Create a volunteer lead position description to engage in ongoing maintenance of production plan and schedule.
5. Recruit at least 2 volunteers to engage in this activity for sustainability.

Objective of the Assignment (quarter one):

Assess volunteer lead utilization and opportunities to strengthen structure and increase volunteer lead utilization.

Member Activities:

1. In partnership with Volunteer Services, analyze volunteer lead engagement data to inform a strategy on volunteer lead scheduling.
2. Working with co-managers, establish a schedule for volunteer leads to ensure an appropriate number of leads are scheduled for scheduled projects.
3. Evaluate the current volunteer lead position description, making recommendations for edit.
4. Schedule volunteer lead training, if necessary, to level-set structure and expectations; establish training plan for new leads.
5. Leverage additional voluntary service through recruitment of at least 5 new volunteer leads during term of service.

Objective of the Assignment (Remainder of assignment):

Assess the current state of the production process of the Repackaging Center and implement changes to the production process that optimize the movement of food for distribution and education around projects the food bank repackages into the community.

Member Activities:

1. Verify the locations of food in the warehouse for upcoming projects in the Repackaging Center and stage food for production.
2. Analyze the output results of the repackaging center and implement production schedule changes that best optimizes the hours of the repackaging center.
3. Participate in and support an internal bi-weekly production meeting with internal stakeholders.

Apply at:

<https://stlfoodbank.aaimtrack.com/jobs/>

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